



Rehabilitation Loan Program/ Emergency and Accessibility Loan Program Training

November 3, 2011



Minnesota Housing

Rehabilitation Loan Program/Emergency and Accessibility Loan Program Webinar Training

Thursday, November 3rd, 2011 – 9:30 AM – 12:00 PM CDT

-Welcome-

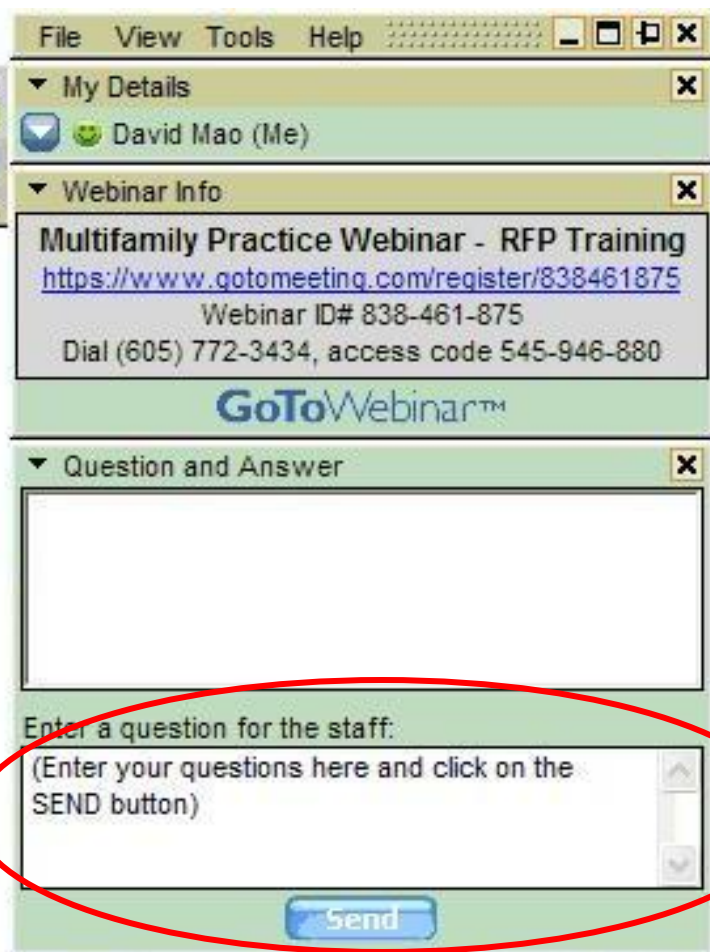
The presentation will begin at 9:35 AM CST to allow for registrants to log into the system. When you join the call, you may or may not hear background music. Please stay on the line.

To join the conference call:

Dial: 1.888.824.5783 - Access Code: 18785301#

- Please remember to push # after entering the access code**
- If you are having difficulty joining, please e-mail:
dana.stibbins@state.mn.us**

Questions During Presentation



- We will batch online questions and answer them throughout the webinar
- A complete Q & A list will be posted to the Minnesota Housing website when training is completed
- All presentation materials from Minnesota Housing are posted on our website at www.mnhousing.gov at the following link:
- www.mnhousing.gov/resources/training/sf-assistance/MHFA_009091.aspx

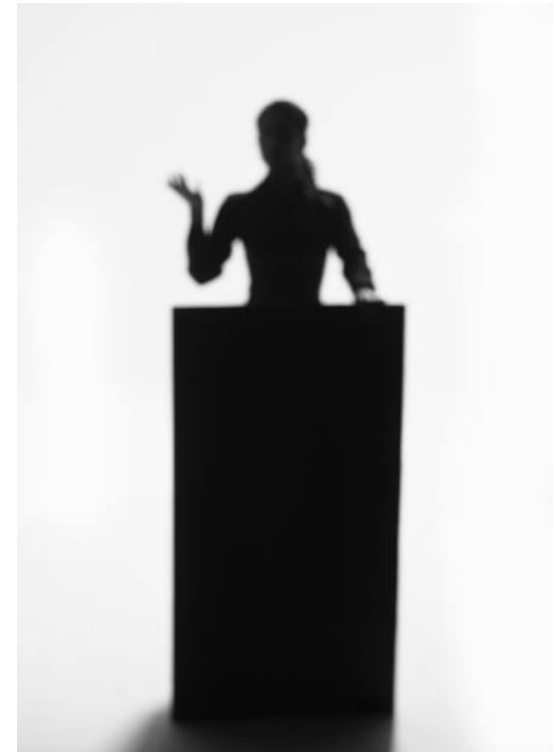
A photograph of two young girls of African descent standing on a white staircase. The girl on the left is taller, wearing a white t-shirt, and has her arms around the shoulders of the younger girl. The younger girl is wearing a red shirt and has a small American flag patch on it. Both girls are smiling warmly at the camera. The background is a plain white wall.

Minnesota Housing finances
and advances affordable housing
opportunities for low and moderate
income Minnesotans to
enhance quality of life and foster
strong communities.

Photo by Scott Struble

Single Family Rehabilitation Loan Coordinators

- **Laurie Kramka**
 - » **Rehabilitation Loan Program**
- **Tonya Taylor**
 - » **Emergency Loan Program**



Rehabilitation Loan Programs

**Rehabilitation
Loan Program
(RLP)**

**Emergency and
Accessibility
Loan Program
(ELP)**



Rehabilitation Loan Program Training Session

- **Part 1**
 - » **General Program Information**

Rehabilitation Loan Program

HOME-funded vs. State-funded Program

- **Until all loans began under the HOME-funded Program are fully completed, we will run the HOME-funded Rehabilitation Loan Program simultaneous to the new State-funded Rehabilitation Loan Program**
- **Plan to allow at least 2 ½ weeks for files to be reviewed after submitting them to Minnesota Housing.**

Rehabilitation Loan Program

HOME-funded vs. State-funded Program

**Files submitted on or
before 9.30.2011**



With approved
Environmental Review



Follow HOME-funded Rehab
Loan Program requirements

**Files submitted on or
after 11.01.2011**



Follow State-funded Rehab
Loan Program requirements

Rehabilitation Loan Program

Manual and Forms

The screenshot shows the Minnesota Housing Finance Agency website. At the top, there is a header with the Minnesota Housing Finance Agency logo and the text "Celebrating 40 years of". Below the header is a navigation bar with four main categories: Home Buyers, Lending & Funding Partners, Developers, Owners, and Homelessness/Housing. The "Lending & Funding Partners" category is expanded, showing a list of links including Collaborative Partners, Home Buyer Educators, Real Estate Professionals, Lending Partners, Funding Partners, Income Limits, MBS Transition Information, HDS Single Family Application, Program Guidelines, Manuals & Forms, Single Family Training & Technical Assistance, Become a Minnesota Housing Lender, Single Family eNews Archives, Co-Branded Marketing Opportunities, and Single Family Servicing. The "Program Guidelines, Manuals & Forms" link is highlighted with a red background. An arrow points from the text "Select 'Program Guidelines, Manuals & Forms'" to this link.

Minnesota Housing Finance Agency

Celebrating 40 years of

Home Buyers
Home Owners
Renters

Lending & Funding Partners
Real Estate Professionals
Home Buyer Educators

Developers, Owners
Management Agents
Architects & Builders

Homelessness/Housing
Emerging Markets
Local Government

Current Interest Rates

4.62%

Minnesota Mortgage
Government

5.99%

Fix-up

Minnesota Housing
competitive interest rates on
our loan programs.

[Click For More Interest Rates](#)

Quick Links

For Minnesota Housing
• [Energy](#)
improvement

Special
• [Foreclosure](#)
• [Neighborhood Stabilization Program](#)

Welcome to Minnesota Housing

HDS Single Family Application

Program Guidelines, Manuals & Forms

Single Family Training & Technical Assistance

Become a Minnesota Housing Lender

Single Family eNews Archives

Co-Branded Marketing Opportunities

Single Family Servicing

Select
“Program
Guidelines,
Manuals &
Forms”

Rehabilitation Loan Program

HOME-funded vs. State-funded Program

- **HOME-funded loan files**
 - » **Use the Procedural Manual and Forms found on the website under the heading “Rehabilitation Loan Program Ended 9/30/2011”**
- **State-funded loan files**
 - » **Use the Procedural Manual and Forms found on the website under the heading “Rehabilitation Loan Program”**

Rehabilitation Loan Program

Key Program Differences

HOME-Funded Previous	State-Funded New
Environmental Review	No Environmental Review
State Building Code enforced and documented across entire state	Follow locally enforced building code requirement
Homeowner labor not allowed	Homeowner labor allowed when has demonstrated skills to do so
3 compliance checks: ER, Commitment, Post-Rehab	One compliance check at time of Commitment
Up to 3 disbursements	1 Disbursement

Rehabilitation Loan Program

Objectives



- **Financing to low income homeowners needing to rehabilitate their existing home to improve:**
 - » **Safety**
 - » **Livability**
 - » **Energy Efficiency**

Rehabilitation Loan Program

Deferred Loan



- **Interest-free, deferred and forgiven at end of term, unless the borrower ceases to occupy the property during the term of the loan, then the loan is due and payable.**

Rehabilitation Loan Program

Loan Amount



- **All rehab costs**
 - » including any lead-based paint hazards
 - » **\$27,000 total**
- **Minimum loan amount is \$1,000**

Rehabilitation Loan Program

Soft Costs

- **Certain soft costs may be included in the loan amount as long as the Program loan amount maximums are not exceeded:**
 - » **Recording Fees**
 - » **Mortgage registration tax**
 - » **Title search costs**



Rehabilitation Loan Program

Lender Compensation

- **Lenders will be compensated for each loan purchased by Minnesota Housing at a rate of:**
 - » **14% of the loan amount**
 - OR**
 - » **\$3,000 per loan**
 - » **Whichever is less**



Rehabilitation Loan Program

Mortgage Term

- **15 years**
 - » Properties taxed as real estate
 - » Manufactured homes taxed as real estate
- **10 years**
 - » Manufactured homes taxed as personal property and located in a mobile home park
- **Maturity date**
 - The third page of the Mortgage includes the date of closing plus term of loan

Rehabilitation Loan Program

Borrower Eligibility

- **Follow Lender's individual written Borrower Selection Policy**
- **Borrower must be 18 years of age or older**
- **Co-signers are not allowed.**



Rehabilitation Loan Program

Borrower Eligibility

- **Borrower must individually, or in aggregate, have at least 1/3 interest in residence**
- **Borrower and Accommodation Parties, must have 100% ownership interest in residence**
- **100% ownership for manufactured homes**



Rehabilitation Loan Program

Borrower Eligibility - Clear Title



- **An Owner's and Encumbrance (O & E) Report is allowed, but not required**

Rehabilitation Loan Program

Borrower Eligibility - Clear Title



- **If no O & E Report, verify the following:**
 - » **Property Legal Description**
 - » **Borrower's Ownership Interest**
 - » **All recorded documents on the property**
 - » **Copy of last Deed**

Rehabilitation Loan Program

Borrower Eligibility - Title



- **May be held as:**
 - » **Individual**
 - » **joint tenancy**
 - » **a tenancy-in-common**
 - » **tenancy by the entirety**
 - » **Vendee interest in a recorded contract-for-deed**
 - » **A recorded life estate, excluding remaindermen**

Rehabilitation Loan Program

Borrower Eligibility – Eligible Ownership

- **Fee Simple**
- **Leasehold Estate**
- **Leasehold estate subject to a Community Land Trust**
- **Mobile Home/Manufactured Home taxed as real property**
- **Mobile Home/Manufactured Home taxed as personal property and located in a mobile home park**

Rehabilitation Loan Program

Borrower Eligibility - Ineligible Ownership



- **Shares in a Cooperative Corporation**
- **Trusts**
- **Reverse Mortgages**

Rehabilitation Loan Program

Borrower Eligibility – Residency



- **Owned and resided in the property as a principal residence for at least 6 months prior to the start of rehabilitation**
- **Continue to own and reside in the property during the term of the loan**

Rehabilitation Loan Program

Borrower Eligibility - Previous Rehab Loans



- **A borrower is ineligible**
 - » **if rehabilitation loan program assistance was received in the previous five years**
 - » **for five years from the loan closing date**

Rehabilitation Loan Program

Borrower Eligibility – 2011 Income Limits

Household Size	Income Limits
1 Person	\$17,400
2 Persons	\$19,850
3 Persons	\$22,350
4 Persons	\$24,850
5 Persons	\$26,750
6 Persons	\$28,650
7 Persons	\$30,800
8 Persons	\$32,750

Rehabilitation Loan Program

Borrower Eligibility - Income

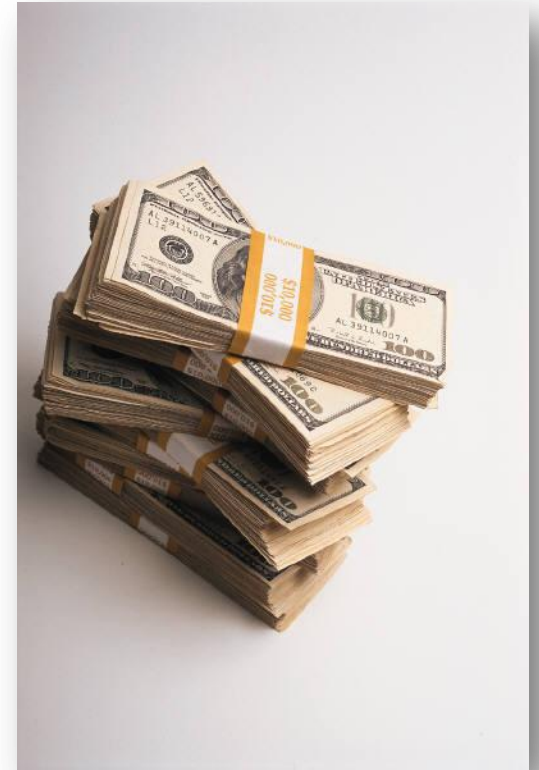


- **Gross annual household income is the gross annual **projected** household income**
 - » **Must be verified within 9 months of loan commitment**
 - » **Must include income of all residents age 18 and over**
 - » **Less allowable deductible medical expenses allowed (see **Income Calculation Worksheet**)**

Rehabilitation Loan Program

Borrower Eligibility - Income

- **Gross annual projected household income includes:**
 - » **Salary, commissions, bonuses, tips, earnings from part-time employment**
 - » **Interest, dividends, gains on sale of securities**
 - » **Annuities, pensions, royalties,**
 - » **Veterans Administration compensation, public assistance, social security benefits, unemployment compensation and sick pay**



Rehabilitation Loan Program

Borrower Eligibility - Income

- **Gross annual projected household income includes:**
 - » **Net rental income, income from business activities or investments**
 - » **Alimony, child support**
 - » **Estate or Trust Income**
 - » **Ongoing educational grants**
 - » **Contract-for-deed income deducting PITI**



Rehabilitation Loan Program

Borrower Eligibility - Asset Limits



- **Not to exceed \$25,000 after outstanding indebtedness**
- **Assets include but not limited:**
 - » **Cash on hand**
 - » **Securities or savings bonds**
 - » **All land being sold on contract-for-deed**

Rehabilitation Loan Program

Borrower Eligibility - Asset Limits

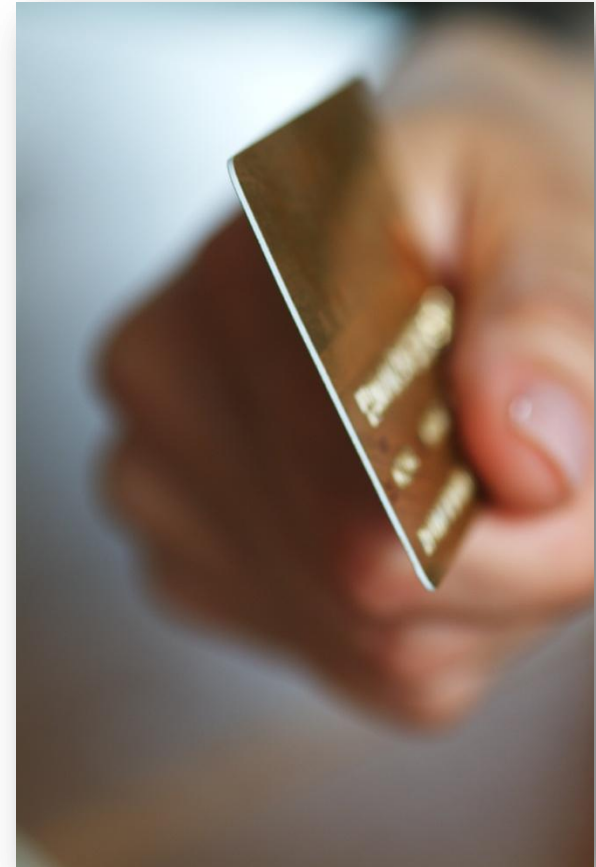
- **Cash value of life insurance policies**
- **Recreational vehicles**
- **Life estate value on a property other than subject property**
- **Market value of all real estate excluding property to be improved**
- **All other property**



Rehabilitation Loan Program

Borrower Eligibility - Credit Requirements

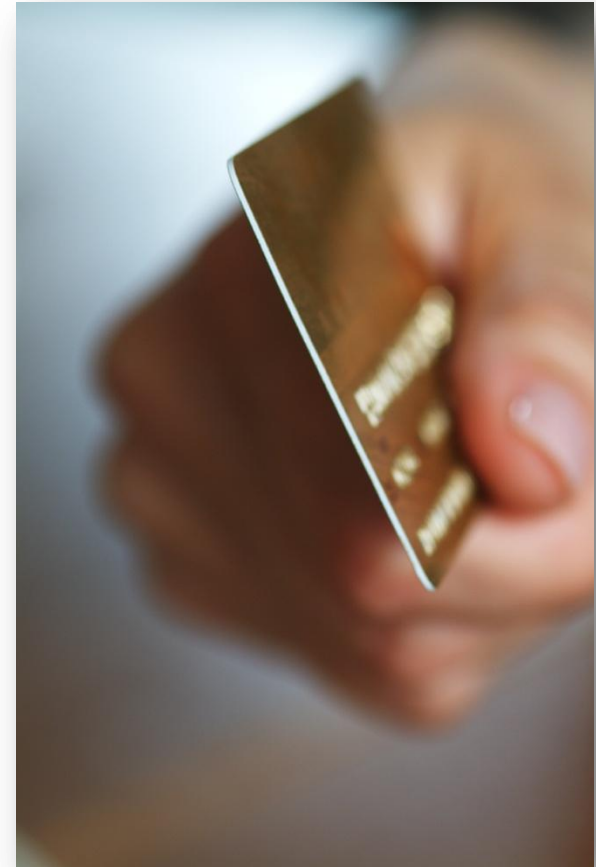
- **Current on mortgage loan payments**
- **Current on real estate taxes**
- **Unable to obtain financing under equivalent terms elsewhere**
 - » **Credit reports are not required and should not be ordered**



Rehabilitation Loan Program

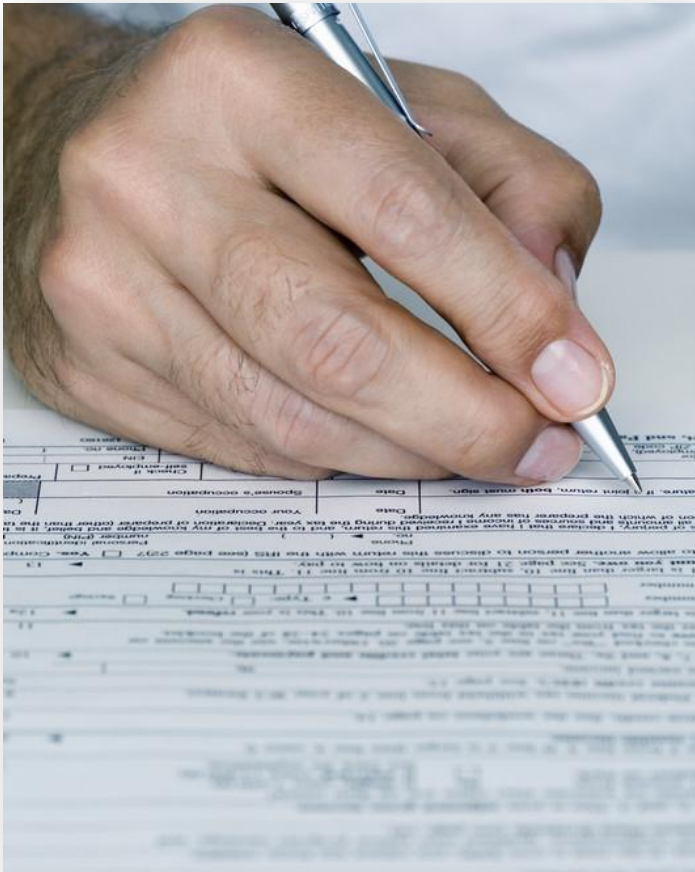
Borrower Eligibility - Energy Assistance

- **Application to Energy Assistance Program through the Minnesota Department of Commerce (entry portal to Weatherization Program)**
 - » **Pre-requisite to receiving RLP**



Rehabilitation Loan Program

Borrower Eligibility - Separated Spouses



- Separated spouse must sign the mortgage
- Examples of documentation includes
 - » Legal separation agreement
 - » Proof of initiated divorce proceedings
 - » Verification of separate residence & no joint accounts

Rehabilitation Loan Program

Eligible Property Types



- **Located in State of MN**
- **Residential property**
 - » **Single Family detached home**
 - » **Duplex**
 - » **Planned Unit Development**
- **Condominium**
- **Townhome**
- **Certain Mobile /Mfg. homes**

Rehabilitation Loan Program

Ineligible Property Types

- **Property with more than one unit except duplex with borrower residing in a unit**
- **Unit in a Cooperative Corporation or limited equity Cooperative Corporation**
- **Recreational/ Seasonal home**
- **Investment properties (except unit in a duplex)**
- **Property designed for commercial use**
- **Property used for business (more than 50% of the floor space used for business)**

Rehabilitation Loan Program

Rehab Standard and Code Compliance

- **Following rehab completion, properties must**
 - » **Meet Minnesota Housing's**
 - **Rehabilitation Standard to the greatest extent given loan limits + leverage**
 - **Green Communities Criteria and Minnesota Housing Overlay**
 - » **Be in compliance with**
 - **State Building Code**
 - **All applicable state, county and municipal health, housing, building, fire prevention and housing maintenance codes or other public standards**

Rehabilitation Loan Program

Rehab Standard and Code Compliance



- **Following rehab completion, properties must**
 - » **Meet lead-based paint requirements outlined in the Minnesota Housing Lead-Based Paint Guidebook (properties built before 1978)**
 - » **Contain radon levels at or below 4pCi/L**

Rehabilitation Loan Program

Hazard Insurance

- Insurance in effect **on the date of the mortgage**
- Sufficient to cover all lien amounts **or** 100% of insurable value with replacement cost basis
- Mortgage Clause to cover Minnesota Housing



Rehabilitation Loan Program

Eligible Improvements



- **Permanent general improvements**
- **Must directly affect the safety, livability or energy efficiency of the home**
- **May only address deficiencies identified through inspection, Lead-Based Paint Risk Assessment, Radon Test**

Rehabilitation Loan Program

Ineligible Improvements

- **Construction and reconstruction of garages**
- **“Luxury” improvements**
- **Improvements that do not become part of the real property (freestanding appliances)**
- **Public improvement assessments**
- **Any improvements already in place**
- **Loan proceeds may not be used to payoff any existing debt**

Rehabilitation Loan Program

Manufactured Housing Improvements

- Rehabilitation improvements to manufactured housing must comply with Minnesota State Building Code 1350.3800
- DOLI memorandum
 - » <http://www.dli.mn.gov/CCLD/ManufacturedBulletinsMemo.asp>



Rehabilitation Loan Program

Bidding/Contractor Requirements



- **Three bids MINIMUM solicited, based upon Scope of Work, from Minnesota-licensed building contractors**
 - » **Contractor signs and dates all bids**
- **Lender may provide Borrower with a Contractor list**
- **Borrower selects Contractor**
 - » **Lender may assist Borrower in selecting Contractor**

Rehabilitation Loan Program

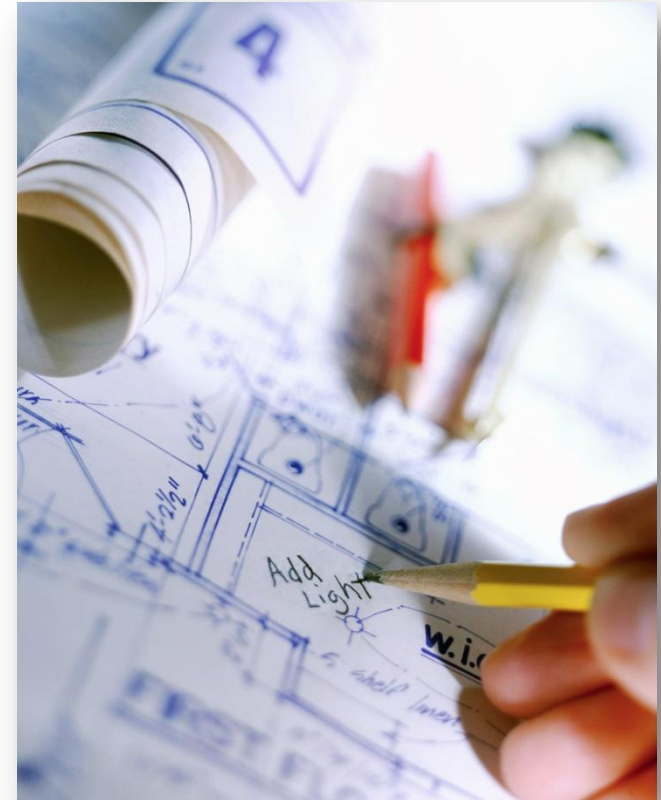
Bidding/Contractor Requirements

- **Lowest reasonable bid should be selected**
 - » **If three bids are not obtained or the lowest bid is not selected, provide written justification**
 - » **Document bids on Bid Summary Sheet**
 - » **If total amount of accepted bids exceeds amount of assistance provided by Rehabilitation Loan, Lender must escrow any borrower leverage per Homeowner Agreement**
- **A written construction Contract must be executed between contractor and borrower**

Rehabilitation Loan Program

Homeowner Labor

- **Homeowner Labor is permitted if lender believes borrower is capable and willing**
 - » **Work Program Agreement**
 - » **Materials list with actual materials cost**
 - » **Lender: interim inspections**
 - » **Homeowner labor not reimbursed**
 - » **NO funds disbursed to or by homeowner**



Rehabilitation Loan Program

Lead-Based Paint Requirements



- **Home inspected by qualified inspector for lead-based paint if constructed prior to 1978**
- **When work affects lead based paint, the contractor must:**
 - » **Be a certified Lead Renovator Firm.**
 - » **Have certified lead-based paint supervisors and/or workers trained in lead-safe work practices**
- **Lead Supervisor must also be certified as a lead renovator**

Q & A

- **We will take time here to answer a few questions.**



Rehabilitation Loan Program Training Session

- **Part 1**

- » General Program Information

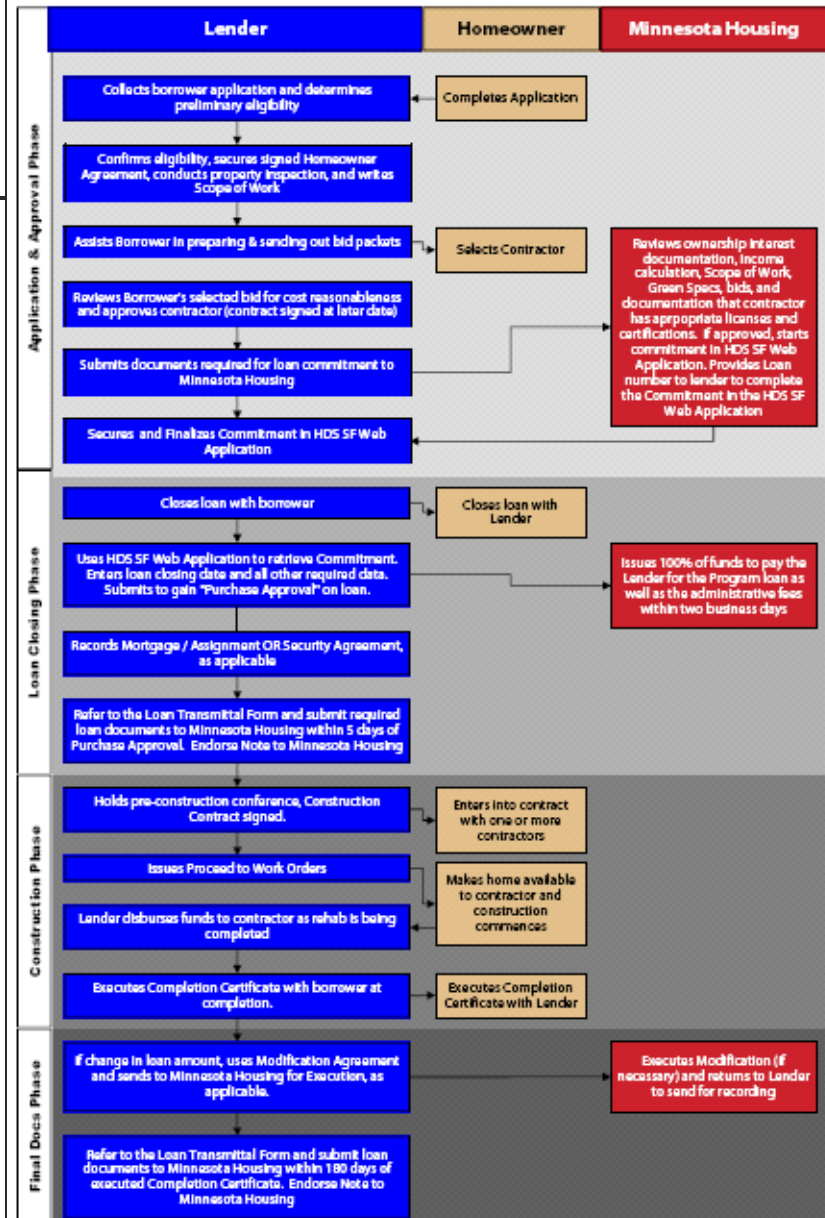
- **Part 2**

- » Program Implementation Process

Program Implementation

Helpful Resources on Web Site

Minnesota Housing Rehabilitation Loan Program Process Chart*



Updated: 10/26/2011

This chart details primary steps in successfully processing a loan. Please note, however, that this process chart is not inclusive of all steps and activities necessary to close and sell a loan. Please refer to the program manuals for further instructions and guidance.

Program Implementation Helpful Resources on Web Site



Rehabilitation Loan Program (RLP) / Emergency Loan Program (ELP) Loan File Requirements Checklist

Loan Commitment Forms and Documents

Submit the following documents to Minnesota Housing for Loan Commitment Approval. Retain a copy of each in your loan file.

- | | |
|--|---|
| <input type="checkbox"/> Copy of Borrower Application | <input type="checkbox"/> Copy of Pre-Rehab Inspection to Rehabilitation Standard |
| <input type="checkbox"/> Current Mortgage Statement | <input type="checkbox"/> Copy of Lead-Based Paint Inspections and Risk Assessments, as applicable |
| <input type="checkbox"/> Documentation indicating Borrower's Weatherization Status | <input type="checkbox"/> Copies of Lead-Safe Work Practices Certificates, as applicable |
| <input type="checkbox"/> Income Eligibility Calculation Worksheet with income/assets | <input type="checkbox"/> Copies of Blank Scope of Work with Green Communities Criteria Addendum |
| <input type="checkbox"/> Medical Information Authorization, if applicable | <input type="checkbox"/> Radon Test Results |
| <input type="checkbox"/> Copy of Deed | <input type="checkbox"/> Bid Summary and copies of to-be-accepted Bids |
| <input type="checkbox"/> Copy of Title Search | <input type="checkbox"/> Property Tax Statement Value (most current year) |
| <input type="checkbox"/> Homeowner Agreement | |

Post-Loan Commitment Forms

Retain a **copy** of these documents in your loan file. We will audit a minimum of 10% of your loan files and review files during on-site monitoring to ensure the documents are present.

- | | |
|---|--|
| <input type="checkbox"/> Date of Pre-Construction Conference | <input type="checkbox"/> Completion Certificate executed by Lender and Borrower |
| <input type="checkbox"/> Fully executed Proceed to Work Order Notice(s) | <input type="checkbox"/> Final Affidavit of Receipt of Lead Reports, if applicable |
| <input type="checkbox"/> Invoices to support the amount of funds requested | <input type="checkbox"/> Lead-Based Paint Summary Sheet |
| <input type="checkbox"/> Copy of the Contract(s) with Contractor(s) and, if using a general contractor, a copy of the Sworn Construction Statement | <input type="checkbox"/> Copies of Lead-Based Paint Clearance Reports, as applicable |
| <input type="checkbox"/> Hazard Insurance documentation listing Minnesota Housing as additionally insured via "standard" or "union" mortgage clause (See Procedural Manual for specific Hazard Insurance requirements.) | <input type="checkbox"/> Lien Waivers from each Contractor |
| | <input type="checkbox"/> Change Orders |
| | <input type="checkbox"/> Copy of new Contracts(s) with new Contractor(s) with completed Proceed to Work Order Notice(s), if applicable |
| | <input type="checkbox"/> Copy of Post-Rehab Inspection to Rehabilitation Standard |

For Properties Taxed As Real Property

Retain a **copy** of these documents in your loan file after sending the original to Minnesota Housing.

- ☐ Original Endorsed Note
- ☐ Original Recorded Mortgage
- ☐ Original Recorded Assignment of Mortgage
- ☐ Original Recorded Modification of Note and Mortgage Agreement

For Properties Taxed as Personal Property

Retain a **copy** of these documents in your loan file after sending the original to Minnesota Housing.

- ☐ Public Safety Form 2017
- ☐ Endorsed Note and Mobile Home Security Agreement
- ☐ Modification of Note and Security Agreement

Program Implementation

Helpful Resources on Web Site

Process Guide

Borrower Selection Process

- Confirm Borrower is selected using Lender's Borrower Selection Policy
- Track all applicants on an Applicant Tracking Sheet

Minnesota Housing Program Eligibility/Underwriting

- Confirm Borrower Eligibility
 - ◊ Complete the Borrower Application Verify Borrower's application to the Energy Assistance Program and document eligibility for weatherization
 - ◊ Verify and calculate income
 - ◊ Verify assets
 - To meet Minnesota Housing Asset Limit
- Confirm Property Eligibility
 - ◊ Borrower Ownership Interest
 - Copy of Deed
 - Title Search


Pre-Approval

- Explain to the Borrower the following:
 - ◊ Events of default:
 - Any form of title transfer;
 - Ceasing to occupy property as primary residence;
 - ◊ Limited use of equity;
 - ◊ Repayment will be required in event of default;
 - ◊ If property is sold, only the net proceeds will be recaptured, which is the net sale proceeds minus non-Rehabilitation program loan repayments and any closing costs;
 - ◊ Borrower certifications;
 - ◊ Forgiveness aspect of the loan; and,
 - ◊ Acknowledgement of Borrower's financial responsibility for the difference between the total amount of accepted bids to complete required Scope of Work and the amount of assistance provided by the Rehabilitation Loan when the total amount of accepted bids to complete required Scope of Work exceeds the amount of assistance provided by the Rehabilitation Loan. Lender will collect the additional funds from the Borrower and hold those funds until the Proceed to Work order is issued.
 - ◊ Lender's Disbursement Responsibilities.

Program Implementation

Application and Approval Phase

- Borrower completes and submits Borrower Application
- Lender collects Borrower Application and determines preliminary eligibility



Rehabilitation Loan Program
Borrower Application

INSTRUCTIONS: Complete all information on this application. Please print. Use ink.

Borrower Information

Last Name		First Name		MI
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security	Date of Birth	Dependents under 18	Other Dependents	Disabled Household
Household Size	Move in Date	Years Employed		
()		()		
Business Phone	Extension	Home Phone		
Mailing Address		Mailing Address 2		
City	State	Zip Code		

The following information is requested for all borrowers by the federal government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish the information and you have made this application in person, under federal regulations the lender is required to note ethnicity, race, and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	Race (select 1 or more)	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander

☐ I do not wish to furnish this information

RehabS_Borrower_Application 1 of 6 10/01/2011

Program Implementation

Application and Approval Phase

- Lender evaluates borrower eligibility reviewing:
 - » Current Mortgage and Tax Statements
 - » Weatherization Status
 - » Income Eligibility Calculation Worksheet
 - » Asset Documentation
 - » Deed and other Title Verification
- Lender thoroughly explains the Homeowner Agreement and secures borrower's signature

Program Implementation

Application and Approval Phase

- **Lender conducts Property Inspection**
 - » **Use Minnesota Housing's Rehabilitation Standards Form to determine Property's deficiencies**
 - » **Arrange for a certified Lead Risk Assessor – properties built prior to 1978**
 - » **Complete Radon Test**



Program Implementation

Application and Approval Phase

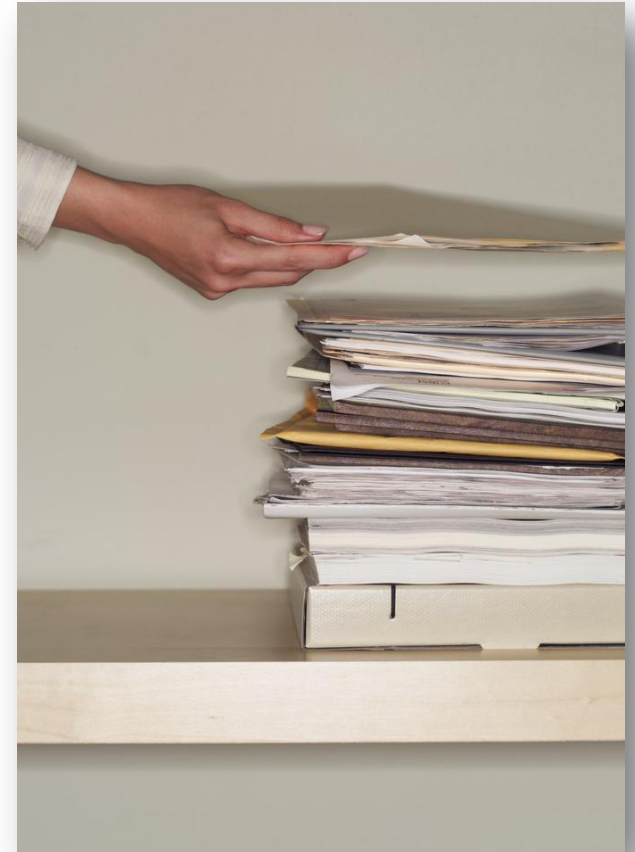


- **Lender prepares Scope of Work to address**
 - » **Deficiencies identified during Minnesota Housing Rehab Standard Inspection**
 - » **Lead-based paint hazards**
 - » **Radon mitigation (as required)**
 - » **Green Communities-related Requirements**

Program Implementation

Application and Approval Phase

- **All** Scope of Work improvements **must** conform to all applicable codes and ordinances
- All appropriate permits must be obtained
- Lender may prioritize improvements if the cost of repairing all deficiencies exceeds available funds (Lead Hazards ARE priority)



Program Implementation

Application and Approval Phase

Lender assists
Borrower in
preparing and
sending bid
packets

Borrower selects
the contractor
If lowest bid not
chosen, provide
explanation for
selection

Lender reviews
selected bid for
cost
reasonableness,
approves
contractor

Lender
completes “Bid
Summary Sheet”
to document
bids

Program Implementation

Application and Approval Phase

- If lender determines that the borrower is able and willing to complete all or part of the work, complete the following:
 - » Complete, and have borrower execute, the Work Program Agreement and Work Schedule
 - » Develop a materials list with the actual materials cost (to be submitted to Minnesota Housing) for the specific repairs borrower will complete

Program Implementation

Application and Approval Phase

- Incorporating all documents listed in the Loan Commitment Worksheet, Lender submits documents to Minnesota Housing
- Mail, fax or upload the documents through Minnesota Housing's secure site
 - » Contact Laurie Kramka to learn how to upload the documents securely.
 - » Do not e-mail documents – not secure

Program Implementation

Application and Approval Phase

- **Minnesota Housing reviews documentation**
- **If approved, Minnesota Housing**
 - » **Starts commitment in HDS SF Web Application**
 - » **Provides loan number to lender**
- **Lender secures & finalizes commitment in HDS SF Web application – good for 120 days**

Program Implementation

Loan Closing Phase

- Borrower and lender close loan
 - » For property taxed as real property
 - Mortgage
 - Note
 - ▶ Lender assigns Mortgage and endorses Note to Minnesota Housing
 - » For property taxed as personal property
 - Public Safety Form 2017
 - Note and Mobile Home Security Agreement

Program Implementation

Loan Closing Phase

Lender

Uses HDS SF Web Application to retrieve Commitment

Enters loan closing date and all other required information

Submits to gain Purchase Approval on loan

Minnesota Housing

Issues 100% of Program loan and Lender Service Fee within 2 business days

Program Implementation

Loan Closing Phase

- **Lender records the Mortgage / Assignment OR Security Agreement, as applicable**
 - » **Property taxed as real property**
 - **Mortgage and Assignment of Mortgage:**
 - ▶ **Abstract property – County Recorder's Office**
 - ▶ **Torrens property – Registrar of Titles**
 - » **Property taxed as personal property**
 - ▶ **Submit Public Safety Form 2017 (PS2017), listing Minnesota Housing as lien holder, to the Department of Public Safety**

Program Implementation

Loan Closing Phase



- **Lender**
 - » Refers to the Loan Transmittal Form and submits required loan documents as specified within 5 days of purchase
 - » Endorses Note to Minnesota Housing

Program Implementation

Construction Phase

- **Lender holds pre-construction conference with borrower and contractor, explaining**
 - » **Borrower's responsibility, Contractor's obligations, work schedule and dispute resolution and completion-payment process**
 - » **Proceed to Work Notice signed by contractor, Borrower and Lender**
- **Pre-construction conferences often (but not always) held the same day as loan closing**

Program Implementation

Construction Phase



- **Borrower and contractor(s) enter into contract**
- **Lender obtains**
 - » **Sworn Construction Statement from General Contractor(s)**
 - » **invoices and lien waivers for work performed and materials supplied by**
 - **General Contractor(s)**
 - **Sub-Contractor(s)**
 - **Materials Supplier(s)**

Program Implementation

Construction Phase



- **Lender disburses funds to contractor as rehab work is completed**

Program Implementation

Construction Phase – Change Orders

- Lender documents Scope of Work changes on Change Order Form
 - » Borrower must sign!
- Change Order Required when:
 - » Additional work required to complete improvements
 - » Contractor revises cost from agreed-upon bid
 - » Lender uses discretion to increase loan amount
- Revised Rehab Project total cost cannot exceed maximum loan amount plus leverage

Program Implementation

Construction Phase – New Contractor

- **Lender works with borrower to obtain a new signed bid when a contractor must be replaced**
- **Follow the Proceed to Work process**



Program Implementation

Construction Phase



- Borrower is responsible to ensure **construction work is completed within 9 months of loan commitment**
 - » Unless Minnesota Housing grants extension
- Lender notifies borrower 60 days prior to expiration of 9 month period

Program Implementation

Construction Phase: Commitment Extension

- **Extension Requests**
 - » At least 30 days **prior to** the expiration of the 9 month period
- **If work is incomplete at final inspection and an extension is requested**
 - » Lender works with Borrower and Contractor to resolve issues/problems prior to 9 month expiration date
 - » If the Lender determines work cannot be satisfactorily completed by completion date, Lender immediately request an extension to Minnesota Housing

Program Implementation

Construction Phase



- **Lender completes post-rehab inspection**
 - » **Complete post-rehab section of Minnesota Housing Inspection to Rehab Standards Form**
 - » **Obtain Lead Clearance Report, as applicable**
 - » **Complete Post-Rehab Radon Test to ensure acceptable levels, as applicable**

Program Implementation

Construction Phase

- **Where State Building Code has been adopted**
 - » **Work with Jurisdiction's Building official for final inspection completion**
- **Where State Building Code has not been adopted**
 - » **No third-party inspection by building official required**



Program Implementation

Construction Phase

- Execute the “Completion Certificate”
- Complete the “Final Affidavit of Lead Reports”, as applicable
 - » Complete form throughout the Rehab process on dates that the borrower receives:
 - A copy of the lead-based paint evaluation
 - Notice of the lead hazard reductions to be completed on the home
 - Notification of lead clearance

Program Implementation

Final Documents Phase



- Lender uses Modification Agreement and sends to Minnesota Housing for execution if loan amount changes
 - » For property taxed as real property
 - Modification of Note and Mortgage Agreement
 - » For property taxed as personal property
 - Modification of Note and Security Agreement

Program Implementation

Final Documents Phase

- **Minnesota Housing executes Modification and returns to Lender to send for recording**
- **Lender:**
 - » **Records Modification of Note and Mortgage Agreement**
 - » **Records Assignment of Mortgage**
 - » **Refers to Loan Transmittal Form**
 - » **Submits final documents to Minnesota Housing within 180 days of executed Completion Certificate**

Program Implementation

Final Documents Submission-Real Property

For property taxed as **real property**, submit the following original documents to the Servicer, and copies to Minnesota Housing:

Recorded
Mortgage

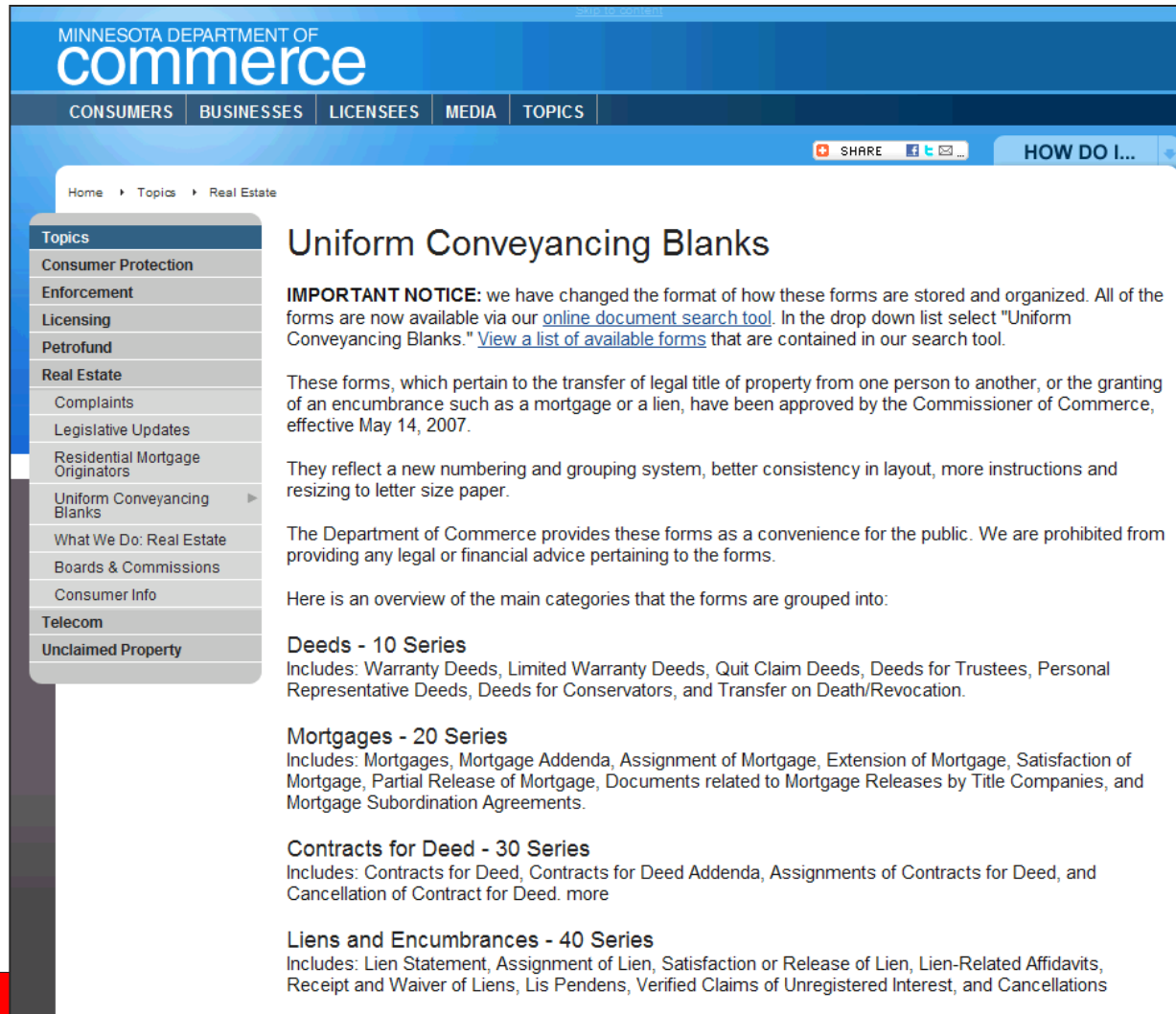
Recorded
Assignment of
Mortgage

Recorded Loan
Modification
Agreement

Program Implementation

Final Documents Submission

- Assignment of Mortgage form can be found on the Department of Commerce website



The screenshot shows the Minnesota Department of Commerce website. The header includes the department name and navigation links for Consumers, Businesses, Licensees, Media, and Topics. A sidebar on the left lists various topics, with 'Uniform Conveyancing Blanks' highlighted. The main content area is titled 'Uniform Conveyancing Blanks' and contains an important notice about the format of the forms, followed by a description of the forms and their use. It also lists the main categories of forms: Deeds - 10 Series, Mortgages - 20 Series, Contracts for Deed - 30 Series, and Liens and Encumbrances - 40 Series.

MINNESOTA DEPARTMENT OF
commerce

CONSUMERS | BUSINESSES | LICENSEES | MEDIA | TOPICS

Home > Topics > Real Estate

Topics

- Consumer Protection
- Enforcement
- Licensing
- Petrofund
- Real Estate**
- Complaints
- Legislative Updates
- Residential Mortgage Originators
- Uniform Conveyancing Blanks
- What We Do: Real Estate
- Boards & Commissions
- Consumer Info
- Telecom
- Unclaimed Property

Uniform Conveyancing Blanks

IMPORTANT NOTICE: we have changed the format of how these forms are stored and organized. All of the forms are now available via our [online document search tool](#). In the drop down list select "Uniform Conveyancing Blanks." [View a list of available forms](#) that are contained in our search tool.

These forms, which pertain to the transfer of legal title of property from one person to another, or the granting of an encumbrance such as a mortgage or a lien, have been approved by the Commissioner of Commerce, effective May 14, 2007.

They reflect a new numbering and grouping system, better consistency in layout, more instructions and resizing to letter size paper.

The Department of Commerce provides these forms as a convenience for the public. We are prohibited from providing any legal or financial advice pertaining to the forms.

Here is an overview of the main categories that the forms are grouped into:

Deeds - 10 Series
Includes: Warranty Deeds, Limited Warranty Deeds, Quit Claim Deeds, Deeds for Trustees, Personal Representative Deeds, Deeds for Conservators, and Transfer on Death/Revocation.

Mortgages - 20 Series
Includes: Mortgages, Mortgage Addenda, Assignment of Mortgage, Extension of Mortgage, Satisfaction of Mortgage, Partial Release of Mortgage, Documents related to Mortgage Releases by Title Companies, and Mortgage Subordination Agreements.

Contracts for Deed - 30 Series
Includes: Contracts for Deed, Contracts for Deed Addenda, Assignments of Contracts for Deed, and Cancellation of Contract for Deed. more

Liens and Encumbrances - 40 Series
Includes: Lien Statement, Assignment of Lien, Satisfaction or Release of Lien, Lien-Related Affidavits, Receipt and Waiver of Liens, Lis Pendens, Verified Claims of Unregistered Interest, and Cancellations

Program Implementation

Final Documents Submission-Personal Property

For property taxed as **personal property**, submit the following original documents to Servicer and copies to Minnesota Housing:

Lien Holder Card

Modification of Note and
Security Agreement

Program Implementation

Records Retention

- Refer to the **“Signature/Record Retention Requirements”** form to ensure all appropriate documents are sent to Minnesota Housing and retained in your files



Rehabilitation Loan Program Signature/Record Retention Requirements

SIGNATURE REQUIREMENTS

- Note: Any person with an ownership interest, who resides in the property.
- Mortgage: Any person with an ownership interest, regardless of whether they reside in the property.

RECORD RETENTION

Retain in your files and/or deliver to the Borrower the specified documents as shown below, when applicable.

Document	Lender	Borrower
Accessibility Evaluation	Original	Copy
Accessibility Improvements Sketches	Original	Copy
Authorization to Disclose Medical Information	Copy	Copy
Bid Summary Form	Original	Copy
Bids	Original	Copy
Borrower Application	Copy	Copy
Building Permits	Copy	
Change Orders and Supporting Documentation	Original	Copy
Completion Certificate	Original	Copy
Endorsed Note (real property)	Copy	Copy
Endorsed Note and Mobile Home Security Agreement (personal property)	Copy	Copy
Evidence of Code Violations	Copy	Copy
Evidence of Verification of Assets	Original	
Evidence of Verification of Income	Original	
Homeowner Agreement	Original	Copy
Income Eligibility Calculation Worksheet	Original	
Lead Clearance Achieved Test Results, when applicable	Copy	Copy
Lead Risk Assessment and Test Results, when applicable	Copy	Copy
Lien Holder Card (personal property)	Copy	Copy
Lien Waivers	Original	Copy
Mobile Home Certificate of Title (personal property)	Copy	Copy
Modification of Note and Mortgage (real property)	Copy	Copy
Modified Mobile Home Note and Security Agreement (personal property)	Copy	Copy
Mortgage and Riders (real property)	Copy	Copy
Proceed to Work Notice	Copy	Copy

Program Implementation

Records Retention

**All
documents
retained for
at least six
(6) years from
rehabilitation
completion**

Records for rehab improvements

**Evidence rehab work meets all applicable codes
and the Minnesota Housing Rehab Standards**

**Records demonstrating compliance with lead-
based paint requirements**

Borrower Application

Written verification of all major sources of income

Written verification of current property ownership

Program Implementation

Post-Rehab File Audits and Monitoring




- **Minnesota Housing will audit a minimum of 10% of all loans purchased**
- **We will also complete on-site monitoring activities**

Program Implementation

Reporting

- Lender must track all applicants on Applicant Tracking Sheet
 - » Report to Minnesota Housing semi-annually
 - » March 31st and September 30th



Rehabilitation Loan Program
Applicant Tracking Sheet

Instructions: Use this form to track applicants to the Rehabilitation Loan Program. Retain a completed copy of the form for your records and submit to Minnesota Housing as required for annual reporting purposes. Use more than one of these forms if necessary.

Application Date	Applicant Name (last name, first name)	Race/ Ethnicity	Single-Head of Household	Application Status	Reason for Rejection <small>Use drop down list or if listed reason does not appear, type in text</small>
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼
		▼	▼	▼	▼

Race/Ethnicity:

AN: Alaskan Native or American Native

AS: Asian or Pacific Islander

B: Black Non-Hispanic

H: Hispanic

W: White

Single Head of Household:

F: Female-headed household (one female adult, and one or more minor children in the household)

M: Male-headed household (one male adult, no female adult, and one or more minor children in the household)

N: Neither of the above

Status of the Application:

A: Accepted (Application processed & Commitment with MHFA)

R: Rejected (provide a reason for rejection)

W: Withdrawn at Applicant's Request

I: In process (Application in process & no Commitment with MHFA)

WL: Wait listed

For More Information Contact

Laurie Kramka

651-296-3495

laurie.kramka@state.mn.us

Minnesota Housing
400 Sibley Street, Suite 300
St. Paul, MN 55101

*651-296-3495 * 800-657-3769 * TTY 651-297-2361*

www.mnhousing.gov



Q & A

- **We will take time here to answer a few questions.**



Break



- **Time for a short break**
- **Please stay online as we transition to our next speaker**
- **The presentation will resume shortly**

Rehabilitation Loan Program Training Session

- **Part 1**

- » General Program Information

- **Part 2**

- » Program Implementation Process

- **Part 3**

- » **Emergency and Accessibility Loan Program**



Emergency Loan Program



Emergency & Accessibility Loan Program Objectives



Zero percent deferred and forgivable loan to assist low income single family homeowners to address emergency conditions in the home or essential accessibility improvements for a disabled household resident

Borrower Eligibility



- **Must be eighteen (18) years of age or older**
- **Co-signers are not eligible or allowed**
- **All borrowers must occupy the property**
- **Borrower & Accommodation Parties, individually or in the aggregate, must have 100% ownership interest**

Borrower Eligibility

Eligible Forms of Ownership

Fee Simple

Leasehold Estate

**Mobile Home/
Manufactured
Home taxed as real
property**

**Mobile
Home/Manufactured
Home taxed as personal
property and located in a
mobile home park**

**Leasehold estate
subject to a
Community Land
Trust**

Ineligible Forms of Ownership



- **Trusts**
- **Reverse Mortgages**

Borrower Eligibility

Title



- **May be held as:**
 - » **Individual**
 - » **joint tenancy**
 - » **a tenancy-in-common**
 - » **tenancy by the entirety**
- **Vendee interest in a recorded contract-for-deed**
- **A recorded life estate, excluding remaindermen**

Borrower Eligibility

Principal Residency/Occupancy Requirements



- **Borrower must**
 - » **own and occupy the property**
 - » **have owned the property for 6 months prior to start of rehabilitation**
 - » **continue to own and regularly reside in the property as principal residence during the loan term**

Borrower Eligibility

Income



- **Gross annual household income is the gross annual projected household income**
 - » **Must be verified within 120 days**
 - » **Must include all residents age 18 and over**
 - » **Less allowable deductible medical expenses allowed**
 - **Income Calculation Worksheet**

Borrower Eligibility

Income



- **Gross annual projected household includes:**
 - » **Salary, commissions, bonuses, tips, earnings from part-time employment**
 - » **Interest, dividends, gains on sale of securities**
 - » **Annuities, pensions, royalties,**
 - » **Veterans Administration compensation, public assistance, social security benefits, unemployment compensation and sick pay**

Borrower Eligibility

Income



- **Gross annual projected household includes:**
 - » **Net rental income, income from business activities or investments**
 - » **Alimony, child support**
 - » **Estate or Trust Income**
 - » **Ongoing educational grants**
 - » **Contract-for-deed income deducting PITI**

Borrower Eligibility

Asset Limits



- **Not to exceed \$25,000 after outstanding indebtedness**
- **Assets include but not limited to:**
 - » **Cash on hand**
 - » **Securities or savings bonds**
 - » **Market value of life insurance policies**
 - » **All land being sold on contract-for-deed**

Borrower Eligibility

Asset Limits

- **Cash value of life insurance policies**
- **Recreational vehicles**
- **Life estate value on a property other than subject property**
- **Market value of all real estate excluding property to be improved**
- **All other property**



Borrower Eligibility

Credit Requirements



- **Current on all mortgage payments**
- **Current on real estate taxes**
- **Unable to obtain financing under equivalent terms elsewhere**

Borrower Eligibility

Separated Spouses

- **A separated spouse may be excluded from signing the Loan Application and Note if it has established that person permanently resides outside the household**



Borrower Eligibility

Separated Spouses

- **Acceptable documentation includes:**
 - » **Legal separation documentation**
 - » **Proof of initiated divorce proceedings**
 - » **Verification of separate Principal Residence and absence of joint accounts**



Loan Origination

Eligible Property Types



- **Located in State of MN**
- **Residential property**
 - » **Single Family detached home**
 - » **Duplex**
 - » **Planned Unit Development**
- **Condominium**
- **Townhome**
- **Certain Mobile /Manufactured homes**

Property Eligibility

Ineligible Properties

- **Property with more than one unit except duplex with borrower residing in a unit**
- **Unit in a Cooperative Corporation or limited equity Cooperative Corporation**
- **Recreational/ Seasonal home**
- **Investment properties (except unit in a duplex)**
- **Property designed for commercial use**
- **Property used for business (more than 50% of the floor space used for business)**

Property Eligibility

Property Inspections

- **Inspections must be conducted as follows:**
 - » **First inspection determines properties emergency condition or accessibility needs without regard to lead hazards (except if addressing lead paint due to an EIBLL)**
 - » **Subsequent inspections should demonstrate completion according to Scope of Work**
 - » **Property improvements must conform to all applicable codes and ordinances and all appropriate permits must be obtained**

Property Inspections

Local Ordinances and Plans



- **Property improvements must conform to all zoning ordinances**
- **Appropriate permits must be obtained**

Loan Eligibility

Eligible Loans

- **Lender must warrant the following criteria have been met:**
 - » **All loans originated, processed and closed in accordance with procedural manual**
 - » **All local, state and federal laws and regulations**
 - » **Program income limits and property requirements**
 - » **Loan must be originated and closed in the lender's name**

Loan Eligibility

Eligible Loans – Loan Criteria

- **Maximum Loan Amount \$15,000**
- **Minimum Loan Amount \$1,000 (unless prior written approval)**
- **Improvements must be completed within 120 days**
- **Lender may have no more than 3 Emergency & Accessibility loans in process at any given time**

Loan Eligibility

Eligible Improvements

- **Damage as a result of events beyond the Borrower's control**
- **Improvements that are permanent and meet minimum provisions of all public standards**
- **Systems or structural failure**
 - **Failure of the heating, electrical, ventilation, or plumbing/septic system**
 - **Roof leaks that has caused significant damage**
 - **Structural failure of the foundation, wall, or roof**
 - **Accessibility need preventing a disabled person from inhabiting the home**

Loan Eligibility

Eligible Improvements/Funds Usage



- **Lead-based paint guidelines do not apply to Emergency and Accessibility Loans unless repairs are necessitated by an EIBLL of a household resident**

Loan Eligibility

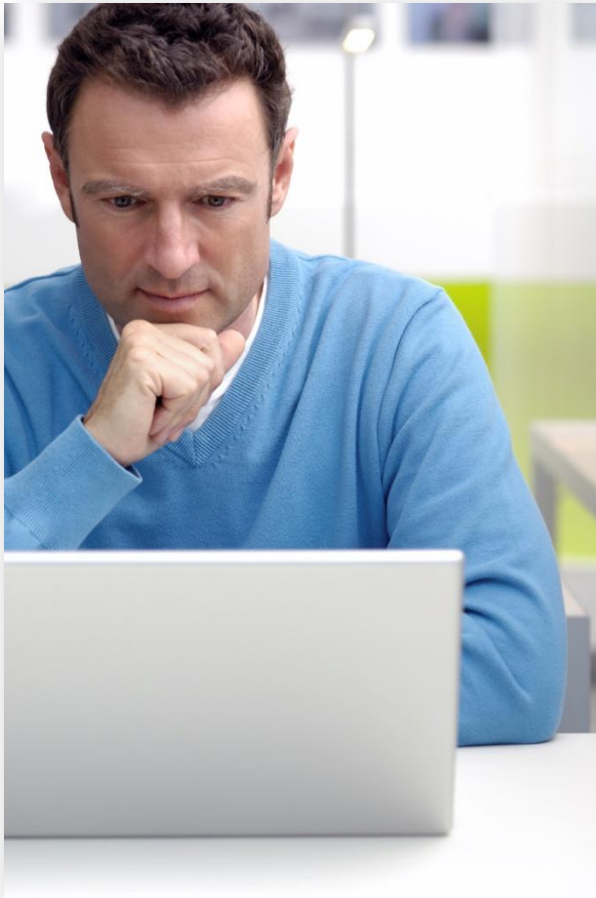
Ineligible Improvements/Funds Usage

- **Public assessments**
- **Improvements completed prior to date of closing**
- **Existing Debt**
- **Demolitions of structurally unsound outbuildings (require written approval)**
- **Additions (require written approval)**



Loan Eligibility

Bids and Estimates



- **Lender must review itemized bids and estimates**
 - » **Establish improvement Eligibility**
 - » **Verify Cost Reasonability**

Loan Eligibility

Security Requirements



- **All loans must be secured with a mortgage**
- **Mobile homes taxed as personal property must be secured with a lien on the motor vehicle title**

Loan Eligibility

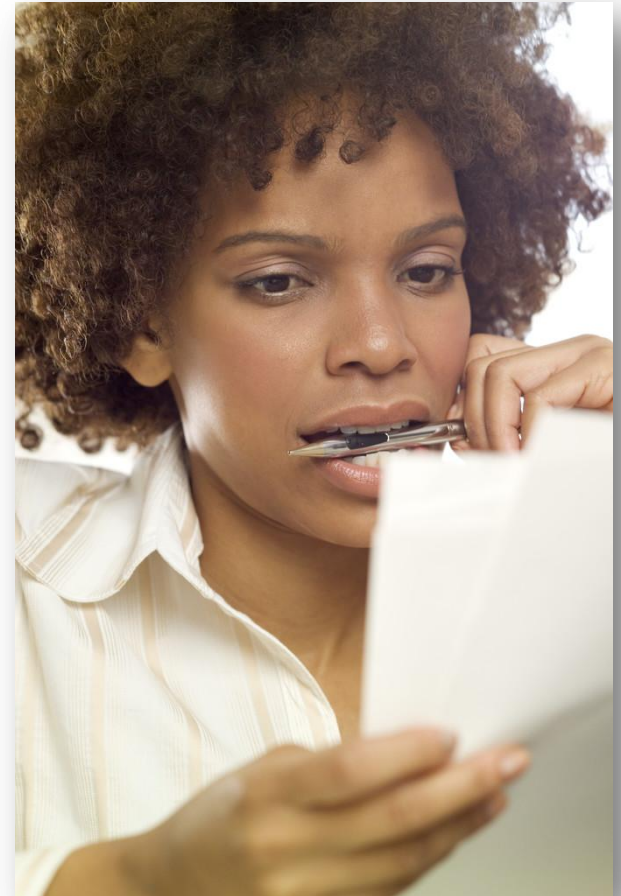
Loan Term

- **15 year forgivable**
- **10 year forgivable – manufactured home taxed as personal property in mobile home park**
- **Loan Due and Payable:**
 - » **On Sale of property**
 - » **If title is transferred**
 - » **Property ceases to be the borrower's principal place of residence**

Loan Eligibility

Title Verification

- **Legal description**
- **Ownership interest**
- **Existing liens**



Loan Eligibility

Hazard Insurance Requirements

- **Minimum requirements must be met:**
 - » **Insurance in effect the date of the mortgage**
 - » **Sufficient coverage to cover all liens 100%**
 - » **Mortgage Clause should read “Minnesota Housing, in care of (insert Servicer’s name and address here).”**



Loan Eligibility

Audit Guidelines

- **10% of all loans purchased audited**
- **Files Reviewed for:**
 - » **Program/Policy compliance**
 - » **Fraud or misrepresentation**
 - » **Trends and/or other indicators that may effect the financial viability of the program**



Loan Process

Origination

- **Confirm borrower meets Borrower Selection Process set forth by Lenders**
- **Borrower to complete application**
- **Explain the following to borrower:**
 - » **Events of default**
 - **Any form of title transfer**
 - **Ceasing to occupy property as primary residence**
 - » **Limited use of equity**

Loan Process

Commitment/Disbursement



- **Minnesota Housing commits loans on a first-come, first - serve basis.**
 - » **Fund balances available on Minnesota Housing's website**
 - » **Single statewide funding pool**

Loan Process

Loan Commitment

- **Once Lender determines Borrower meets program requirements, Individual Commitment obtained through the HDS SF Web Application**
- **Commitment is available in the system for 45 days.**
- **All commitments will automatically cancel at day 46.**



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Current Interest Rates

3.625%

**Minnesota Mortgage Program
Government Rate**

5.990%

Fix-up Fund

Minnesota Housing offers competitive interest rates on our loan programs.

[Click For More Interest Rates](#)

Quick Links

As the State's affordable housing bank, we offer products and services to help Minnesotans buy and fix up homes and we support the development and preservation of affordable rental housing by offering financing and on-going asset management of affordable rental housing developments.

Special Announcements:

- [State of Minnesota Seeks Citizen Participation for Consolidated Plan for Housing and Community Development](#)
- [Help Now Available for Minneapolis Homeowners Affected by May Tornado](#)
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First-time Homebuyers

Foreclosure Assistance

**Home Improvement
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**Neighborhood
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Community Profiles

RFP Application Info

Loan Process

Scope of Work / Bid Procedures

- **Property Inspections**
 - » **Priority to health and safety**
 - » **Documentation of deficiency not corrected**
- **Lender and borrower complete Scope of Work**
 - » **Basis for bids**
 - » **Estimate costs to address feasibility of work and bids**
 - » **May provide Contractors list and Certified Lead Paint Supervisors**

Loan Process

Scope of Work – Document Submittal



- **The following Documents must be submitted to Minnesota Housing for review and approval prior to closing the loan:**
 - **A photograph of the emergency and at least one of the following:**
 - **Inspection Report or**
 - **Scope of Work**

Loan Process

Scope of Work / Bid Procedures

- **Bid Procedures**
 - » **Homeowner secures bids**
 - » **Borrowers disclose all bids**
 - » **Homeowner & Lender review bids**
 - » **Lender may reject bids**
 - » **Homeowner has final contractor approval**
- **When lowest bid not selected**
 - » **document file providing justification of selection**
- **Contractor sign & date bids**
 - » **Include Contractors State License in file**

Loan Process

Scope of Work / Bid Procedures

- **Lender holds pre-construction conference with Borrower & Contractor to discuss:**
 - » **Borrower responsibilities (Homeowner Agreement)**
 - » **Contractor obligations**
 - » **Work schedule**
 - » **Dispute resolution**
 - » **Completion payment schedule**



Loan Process

Scope of Work / Bid Procedures

- **When total bids exceed amount of assistance**
 - » **Borrower signs statement acknowledging financial responsibility for difference**
 - » **Lender collects additional funds**
 - » **Funds placed in escrow before Proceed to Work order issued**



Loan Process

Program Eligibility / Underwriting

- **Confirm Final Borrower Eligibility by verifying**
 - » **Income**
 - **Income Eligibility Worksheet**
 - » **Assets**
 - **Verify within 120 days prior to application date**
 - » **Disabled household member if applicable**
 - **Accessibility Evaluation Form**
- **Confirm Property Eligibility**
 - » **Borrower Ownership Interest**

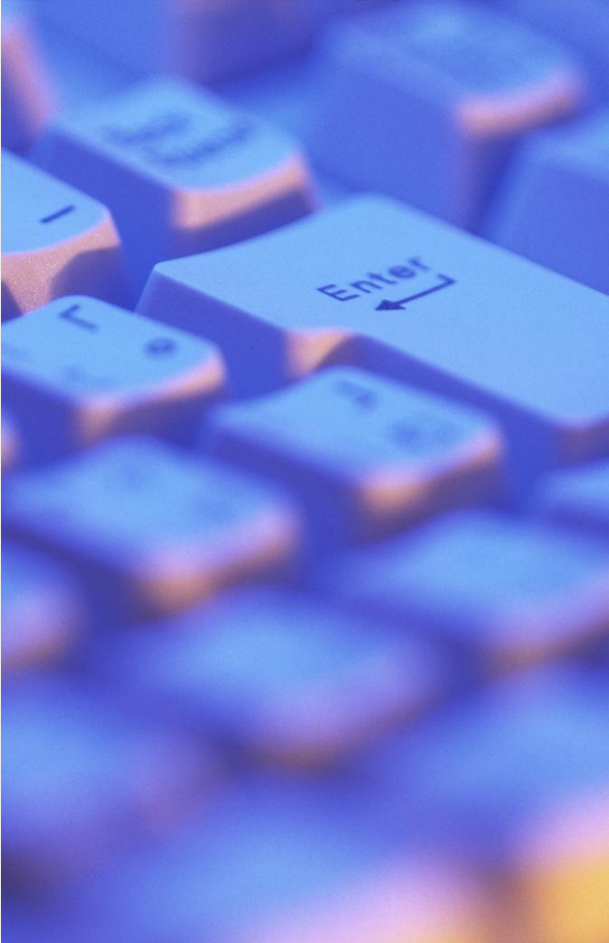
Loan Process

Closing

- **Lender closes loan with borrower**
 - » Mortgage sent immediately for recording
- **Documentation Requirements**
 - » See Signature/Record Retention Requirements form
- **Note**
 - » taxed as real property
- **Mortgage**
 - » taxed as real property
- **Note and Mobile Home Security Agreement**
 - » taxed as personal property

Loan Process

Purchase Approval



- **After loan is closed, submit for Purchase Approval via the HDS SF Web Application System**
- **Single Disbursement including loan and Lender fees paid at Purchase Approval**

Loan Process

Post Closing / Delivery

- **Required documents and delivery**
 - » **Loan Transmittal form**
- **Note is endorsed to Minnesota Housing:**
- **Without Recourse, Pay to the Order of:**
Minnesota Housing
(Name of REHAB Lender)
By:_____
(Name and Title)

Loan Process

Post Closing

- **Lender issues Proceed to Work orders**
- **Initiate construction**
- **Execute Completion Certificate**
- **Obtain Lien Waivers**
- **If loan amount has changed, execute loan modification**

For More Information Contact

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Minnesota Housing
400 Sibley Street, Suite 300
St. Paul, MN 55101

651-296-7608 * 800-657-3769 * TTY 651-297-2361

www.mnhousing.gov



Thank You

- Training Materials posted on Minnesota Housing website www.mnhousing.gov at the following link:
www.mnhousing.gov/resources/training/sf-assistance/MHFA_009091.aspx